



**THE
GREETLAND
ACADEMY**

Great Heights Academy Trust

School Street, Greetland HX4 8JB

Telephone: 01422 372893

Websites: www.greetlandacademy.org.uk



Achieving excellence together

Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect'

The Greetland Academy

Required to start September 2022

School Business Manager

30 hrs per week (could be extended to 37), term-time, only plus 5 days

Salary: SO2 point 26-28 - £22,127 - £23,422 (£30,984 - £32,798 FTE)

We have an exciting opportunity for an efficient School Business Manager to join our team. The Greetland Academy's promise to our children is that we will attract, retain and develop excellent staff and so the personal welfare and professional development of staff is paramount to us. We believe that our team should be at the heart of our vision and that we should use their talents to achieve our goals: you could be an integral part of this team.

As School Business Manager you will be an active member of the Leadership Team, being responsible for promoting the highest standards of business ethos, underpinning the values and vision of the Trust and the Academy.

Duties will include:

- Responsibility for strategic planning in relation to the business and support services of the Academy.
- Responsible for personnel management; premises/catering management; admissions and absence management; administration; finance; training and development of non-classroom based staff and all matters within the management of the Academy which are supportive to but do not directly involve teaching and learning.
- Plan and manage change in accordance with the school development/strategic plan
- Liaise and assist the MAT HR Manager with staff appointments; absence reporting; HR/Payroll queries etc; induction; exit interviews etc.
- Work alongside the COO & CFO on monitoring capital and CIF funding budgets and ensure that all ongoing projects are managed appropriately
- Manage the lettings of school premises to external hirers
- Target attendance across the Academy, with a particular focus on improving persistent absenteeism.
- Deal with pupil absence requests during term time, alongside pastoral manager.
- Establish and use effective methods to review and improve administrative systems.
- Support the running of the office. Answering calls and dealing with parents in absence of admin staff.
- Prepare information for publications and returns for the DFE; LA and other agencies and stakeholders within statutory guidelines as appropriate including termly Census and Pupil Premium data

We require that you:

- Are an experienced SBM proficient in dealing with personnel management, premises/catering management, admissions and attendance management and administration.
- Will have proven experience of strategic planning, budget monitoring, cash management and procurement.
- Will be familiar with MIS programmes and IT modules.
- Be confident in line managing staff.
- Will be capable of working with changing priorities and have a proven ability to handle a range of situations.
- Be confident in successfully networking and building relationships with other organisations or institutions.

What we offer:

- The opportunity to work with a progressive and forward thinking, Multi Academy Trust.
- Opportunities for development and career progression.
- wonderful children with a desire to learn
- a calm, caring environment where children are well-behaved
- a highly skilled, loyal and supportive team of staff and senior leaders
- bespoke professional development to ensure that you as an employee, 'reach great heights'

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

The Trust is committed to ensuring security and protection of personal data, in line with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Personal data will be used for the purpose of recruitment and employment processing.

The Trust strives to create an inclusive working environment for all and is committed to being an equal opportunities employer, celebrating and promoting diversity.

If you would like to view the full job description and learn more about the post, please download our application pack from: <https://greateightstrust.org.uk/employment-opportunities/>

Please return your completed application form by email to Katherine Humphreys, HR Manager: recruitment@greateightstrust.org.uk or alternatively post to: Riverside Mills, First Floor, Saddleworth Road, Elland, HX5 0RY, marking the envelope 'FAO Katherine Humphreys.'

Closing date for applications: Monday 18th July 2022 at 9am

Interviews: Thursday 21st July 2022

If you would like further information about this position, please contact Helen Crowther, Principal on 01422 372893 or email – h.crowther@greetlandacademy.org.uk